

VENDOR OPERATING PROCEDURES MANUAL

SECTION II

THE STATE COMMITTEE OF BLIND VENDORS

2.1. Committee Functions

The functions of the Committee are:

- A. To actively participate with the Division of Services for the Blind (DSB) in major administrative policy program development decisions affecting the overall administration of the Vending Facility Program.
- B. To receive and transmit to the DSB grievances at the request of blind vendors and serve as advocates for such vendors in connection with such grievances.
- C. To actively participate with the DSB in the development and administration of a state system for the transfer and promotion of blind vendors.
- D. To actively participate with the DSB in the development of training and retraining programs for blind vendors.
- E. To sponsor, with the assistance of the DSB, meetings and instructional conferences for blind vendors within the State.

Between regular meetings, the Committee will carry on its functions through subcommittees designated for that purpose.

In order to assure opportunities for effective and constructive, active participation by the Committee, the Committee will receive advance written notice of matters within its purview that are being considered for decision. Appropriate subcommittees will receive notice of and invitations to attend important discussions and decision making meetings in areas of the subcommittees' interests.

The Committee at each of its meetings shall have the opportunity to initiate matters for consideration by it and the DSB. The DSB shall give the views and positions of the Committee careful and serious consideration; although the DSB has the ultimate responsibility for the administration of the Vending Facility Program, it shall notify the Committee, in writing, of the decision reached or the action taken if it does not adopt the views and positions of the Committee.

2.2. Committee Organizational Structure

The Committee shall consist of seven members who shall be the same as the officers and members of the board of directors of the Arkansas Association of Blind

Vending Facility Managers. The chairperson, vice-chairperson, and secretary of the Committee shall be the same as the president, vice-president, and secretary of the Arkansas Association of Blind Vending Facility Managers.

The chairperson, or in his/her absence the vice-chairperson, shall preside over all regular and special meetings of the Committee. Unless otherwise specified by the Committee, the parliamentary procedure utilized will be Robert's Rules of Order, Revised. The agenda for each meeting of the Committee shall be prepared by the Administrator of the Vending Facility Program in consultation with the chairperson of the Committee. The Committee shall conduct four regular meetings per year on a quarterly basis. Unless otherwise determined by the Administrator of the Vending Facility Program and the Committee, meetings shall be held at the DSB's State Office in Little Rock.

2.3. Election of Committee Members

Members of the Committee shall be elected to serve terms of two years. The number of consecutive terms vendors may serve on the Committee shall not be limited. Participation by any blind vendor in the election of Committee members shall not be conditioned upon the payment of dues or other fees.

Elections are conducted under the following procedures:

A. The President of the Association shall appoint a nominating committee consisting of from three to five members. This committee shall nominate five vendors from throughout the State. The nominees shall be for the positions of president, vice-president, secretary/treasurer and one member from each of the geographic areas as may be established by the DSB and the Committee. When no vendor is willing or able to represent their geographical area of the state, then a vendor will be elected at-large to fill a regional position. Currently, the geographic areas are:

Area I – All locations within the City of Little Rock .

Area II – All locations outside the city limits of Little Rock .

B. Elections will be conducted in odd numbered years at the business meeting held during the Sales Seminar at which time nominations may be made from the floor.

C. A vendor nominated from the floor to a position representing a geographical area must operate a vending facility in that area, except

when no vendor is willing or able to represent their geographical area of the state, then a vendor will be elected at-large to fill that position.

D. A vacancy created as a result of a member who does not represent a geographical area leaving the Vending Facility Program will be filled at the next annual Sales Seminar if the vacancy occurs during the first year of the term. A vacancy occurring during the second year shall be appointed by the President of the Arkansas Association of Blind Vending Facility Managers.

If a vendor who represents a geographic area ceases to operate a vending facility in that area either as a result of transfer or promotion or of leaving the program for any reason, his/her position shall be deemed vacant. As soon as practicable thereafter, a special election will be conducted among the vendors who operate facilities in the pertinent area under procedures to be prescribed by the DSB in consultation with the State Committee of Blind Vendors.